

**CITY OF ARCADIA**  
**CODE SERVICES OFFICER**

**DEFINITION**

Under general supervision, to enforce municipal codes and State and Federal laws and regulations related to municipal land use, zoning, nuisances, public safety, property maintenance, sanitation and health, building, and abatement; and to provide assistance to homeowners, tenants, and the business community.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision of volunteers.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred.

Initiate contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, zoning and land use ordinances, and community standards.

Prepare notices of violation or noncompliance and citations according to applicable codes and regulations; issue letters to property owners notifying them of violation.

Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action and administrative hearings; present testimony at hearings in court.

Meet with planning, building, engineering, fire, police, and legal counsel staff and regulatory agencies regarding complaints; coordinate activities with other staff and enforcement personnel.

Provide information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.

Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda, and correspondence.

Administer graffiti removal program.

Enforce a variety of occupancy, public nuisance, zoning, and land use regulations.

Respond to complaints of alleged violations, review criminal complaints and arrest warrants and records.

Investigate suspected violations of health, safety, zoning, public nuisance, or other code violations and take follow-up actions as necessary to ensure compliance.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Modern office practices, methods, and computer equipment.

Occupational hazards and standard safety practices necessary in the area of code enforcement.

Principles and practices used in dealing with the public.

Principles of record keeping, case management, and reporting.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Learn and apply principles, practices, methods, and techniques of code violation investigation and enforcement.

Learn and apply methods and procedures used in code enforcement including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, nuisance abatement procedures, and principles used to prepare legal documents.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read and interpret maps, plans, and legal descriptions.

Maintain and update records, logs, and reports.

Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of experience in investigation, enforcement, public contact, or related experience.

**Training:**

Education equivalent to the completion of twelfth grade, supplemented by specialized training in planning, zoning, inspection, law enforcement, or related field. An Associate's degree is highly desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or obtain within six months of date of hire, active Penal Code 832 Powers of Arrest through the Peace Officers Standard Training (POST) issued by the State of California.

Possession of, or obtain within one year of date of hire, Intermediate Level Certification from the California Association of Code Enforcement Officers (CACEO).

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, stoop, squat, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

**Effective Date:** January, 1999

**Revised:** September, 2014